
REQUEST FOR PROPOSALS (RFP) NO. 2020-1001

CINCINNATI METROPOLITAN HOUSING AUTHORITY**SOLICITATION NUMBER 2020-1001****REQUEST FOR PROPOSALS****FOR****Locksmith Supplies and Equipment**

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| DATE ISSUED | 11/19/19 |
| NON-MANDATORY PRE-PROPOSAL CONFERENCE | None |
| SITE VISIT/WALK THROUGH | Not Applicable |
| LAST DATE FOR QUESTIONS | Questions shall be submitted in writing no later than 4:00 PM local time on <u>December 12, 2019</u> to procurement@cintimha.com . Responses to questions will be posted as an addendum to the website along with the other solicitation documents. |
| NOTICE OF INTENT TO SUBMIT | It is suggested that interested companies submit a Notice of Intent to submit a proposal to procurement@cintimha.com . By indicating your intent to submit a proposal you will receive notice of any addenda posted. |
| PROPOSAL SUBMITTAL RETURN & DEADLINE | <u>December 18, 2019 no later than 11:00 AM</u> local time to Cincinnati Metropolitan Housing Authority Attn: Procurement 1627 Western Avenue Cincinnati, Ohio 45214 |
| WHAT TO SUBMIT | Submit: 1 original “hard copy” proposal; fee information in a separate envelope; contract award and acceptance, and an electronic copy of both the proposal and the fee information. The fee information should not be included in the hard copy proposal or the electronic copy of the proposal; it must be separate. |

CMHA Reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on CMHA’s website.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST AT THE DESIGNATED OFFICE OF CINCINNATI METROPOLITAN HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.

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RFP Document

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INTRODUCTION

The Cincinnati Metropolitan Housing Authority (hereinafter, “CMHA” or “the Authority”) is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within Hamilton County, Ohio. The Authority is headed by a Chief Executive Officer (CEO) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently has approximately 220 employees.

In keeping with its mandate to provide efficient and effective services, the Authority is now soliciting proposals from qualified, licensed and insured entities to provide the services described in the Scope of Work to the Authority. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

CMHA is seeking proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to provide locksmith supplies and equipment as necessary for CMHA owned properties throughout Hamilton County, Ohio. There are approximately 1,617 high-rise units, 1,875 family development units, and 1,221 scattered sites totaling slightly over 4,900 units for Asset Management. This request for proposals is not an offer to buy and should not be assumed as such.

CMHA reserves the right to award a contract to multiple offerors.

Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 2]

| Attachment/Tab | | Description |
|----------------|-----------------------|--|
| A | Reference* | Scope of Work |
| B | Separate Envelope | Fee Submission Form (To be submitted in a separate, sealed envelope per Sect. 3.2) |
| C | Reference* | General Terms and Conditions including the Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i> |
| D | Separate Envelope | Contract Award and Acceptance Form (do not fold or staple). Include with the Fee Submission Form. |
| E | Reference* | The Authority’s Instructions to Proposers (ITP) |
| F | Tab 1 | Form of Proposal |
| G | Tab 1 | HUD Form Packet |
| H | Tab 3 | Professional References |
| I | Separate or via email | Vendor Registration Form (if not previously submitted or if updating) If the proposer has not previously registered as a vendor with CMHA or if |

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| | | any information has changed, then the Vendor Registration Form (<i>Attachment I</i>) must be fully executed and submitted as part of the proposal submittal or prior to the submittal. If selected for award, these forms are required in order to process purchase orders for payment. |
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*Do not include the reference attachments in your proposal.

1.0 THE AUTHORITY'S MOTTO AND GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto "Being an Asset to Hamilton County" in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

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| <i>Respect</i> | <i>Timely</i> | <i>Exceptional</i> | <i>Initiative</i> |
| <i>Excellent</i> | <i>Quality</i> | <i>Accurate</i> | <i>Integrity</i> |
| <i>Value</i> | <i>Creativity</i> | <i>Accountability</i> | <i>Professionalism</i> |

It is the Authority's intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor's proposal and overall presentation will be a direct reflection of their understanding of the Authority's Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor as evaluated in the Gold Performance Standard Evaluation Factor.

2.0 PROPOSAL FORMAT

2.1 Tabbed Proposal Submittal: The Authority intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the Authority will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the Authority can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

[TABLE 4]

| Tab | Form | Description |
|-----|--|---|
| 1 | Form of Proposal: <u><i>Attachment G</i></u> | This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. |
| 1 | HUD Form Packet: <u><i>Attachment H</i></u> | The following forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal: <ul style="list-style-type: none">• Form HUD 5369-C <i>Certifications and Representations of</i> |

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| | | <p><i>Offerors, Non-Construction Contract</i></p> <ul style="list-style-type: none"> • Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i> • Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i> • Standard Form LLL <i>Disclosure Form to Report Lobbying</i> (if required per HUD 50071) <p><i>NOTE: These forms may be completed electronically and then printed or printed and completed by hand.</i></p> |
| 2 | Proof of Insurance and Licensing | <p>The proposer must provide current proof of insurance and licensing requirements. See Section 12 of the CMHA General Terms and Conditions (Attachment C). The proposer shall provide the following certificates evidencing the coverage amounts :</p> <ul style="list-style-type: none"> • Workers Compensation & Employer's Liability • General Liability • Automobile • Registration with the State of Ohio and/or City of Cincinnati • If licensing is required for the service, include applicable licenses |
| 3 | Technical Proposal | |
| 3a | Relevant Experience & Past Performance | <p>Relevant Experience & Past Performance:</p> <ul style="list-style-type: none"> - Describe the types of parts, supplies and materials you provide. - Describe the length of time doing business. - Describe the end results based on your past performance and experience and what CMHA should expect if you were awarded this contract. <p>Professional References utilizing <u>Attachment H:</u></p> <p>The proposer shall submit a listing of 5 former or current professional references for which the proposer has performed similar or like services to those being proposed herein within the past year. You <u>must</u> reference any previous work performance for the Authority. It is reasonable to assume the Authority will contact references. The listing shall, at a minimum, include:</p> <ul style="list-style-type: none"> • The client's name, • The client's contact name, • The client's address, • The client's telephone number and email address, • The Client's Business Name (if applicable), and |

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| | | A brief description and scope of the service(s) and the dates the services were provided |
| 3b | Management Plan | <ul style="list-style-type: none">• The proposer must submit a concise description of its managerial and staff capacity to deliver the proposed services, including brief professional resumes for the persons identified to work on this project. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.• Describe the methodology you would use for these services.• Describe your plan or procedure to monitor employees and subcontractor performance (if any) to assure quality if awarded a contract. Include how your employees will assure purchases are authorized by CMHA and that invoicing is correct. |
| 4 | Equal Employment Opportunity | The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy. |
| 5 | Subcontractor/Joint Venture Information (If Applicable): | <p>The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor:</p> <ul style="list-style-type: none">• HUD Packet of forms• Licensing and Insurance |
| 6 | Other Information (Optional) | The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation. |

2.1.1 If no information is to be placed under any of the above noted tabs (especially the “Optional”), please place thereunder a statement such as “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.

2.2 Proposal Submission: All proposals must be submitted and time-stamped received in the designated the Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signed proposal which shall have a cover and extending tabs shall be placed unfolded in a sealed package along with the separate fee information, the executed Contract Award and Acceptance and electronic copies of the proposal and fee information and addressed to

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Cincinnati Metropolitan Housing Authority
Attention: Procurement Officer
1627 Western Avenue
Cincinnati, OH 45214

The electronic copy should include at least two files: one for the proposal and one for the fee information. However, the proposal may be in more than one electronic file. The package exterior must clearly denote the RFP number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted. Please label the electronic copy with at a minimum the solicitation number and the proposer's name.

3.0 PROPOSAL EVALUATION:

Each Proposal submittal will be evaluated based upon the following information and criteria.

- 3.1 Evaluation Criteria:** The evaluation panel will use both objective and subjective criteria to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal.

[Table No. 5]

| NO | POINTS | WEIGHTED AVERAGE | DESCRIPTION |
|----|--------|---------------------|---|
| 1 | 0-5 | 50% | The Proposed Fees to provide the services required |
| 2 | 0-5 | 25% | Relevant Experience & Past Performance |
| 3 | 0-5 | 20% | Management Plan |
| 5 | 0-5 | 5% | Gold Performance Standards The Proposer's clear demonstration and understanding of THE AUTHORITY'S MOTTO and GOLD PERFORMANCE STANDARDS through the firm's proposal as a direct reflection of the type of product the Authority may expect from the proposer. <ul style="list-style-type: none">• Legible and readable• No spelling or grammar errors• All required information is provided• Information is in correct sequence |
| | | 100% | Sub-Total Points (Other than Preference Points) |

- 3.2 Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the total possible points detailed above).